[Program/Project Grant Narrative

Instructions: This document provides the format for describing non-competitive S&PF Program/project grants and is intended for use with the accompanying *Grant Narrative Summary*. This supports the Application for Federal Assistance, SF-424, and may be used to cover broad S&PF Program activities or specific projects. Complete a separate *Program/Project Grant Narrative* for each S&PF Program or project. Where multiple projects or S&PF Programs are included in a single grant application, each should be listed under the "Grant Components and Amount" section of the *Grant Narrative Summary*.

The shaded text provides instructions to the grantee that should be deleted and, where appropriate, replaced with state-specific information.

Applicants should be familiar with statutory and other legal authority for the use of grant funds described herein. S&PF Program authority information is available in the *National S&PF Program Authorities and Guidance* document. The narrative is one part of the grant application; please refer to USFS regional financial advice to states for grant requirements and instructions.]

<div align="center">

Grant Narrative for [S&PF Program and/or Project]
[State Agency Name]
FY [XXXX]

</div>

Lead Contact(s):

[Enter name(s) and contact information for the primary state program and financial contact(s) for activities described in this narrative.]

Purpose:

[Describe why the work or project is a priority. Use facts or statistics to briefly describe the problem, need, or opportunity to be addressed, followed by a purpose statement of need that is clear, concise, and supported by the related facts.

Provide succinct reference to the State's Forest Resource Strategy (e.g., Strategy section, page number, strategy number, or briefly summarize) and include the date/version of the Statewide Strategy referenced. Do not copy and paste long sections of text from the State Strategy.

For narratives covering regular S&PF Program activities, program-specific information may be copied from the *National S&PF Program Authorities and Guidance* document and from any supplemental regional S&PF Program direction.]

Scope of Work:

[Describe what will be the project's end results or final products (deliverables). Scope of work should be linked to the purpose. It should have specific, achievable objectives. Include the programs and partners that will be involved and, if relevant, the geographic area within which work will be done (e.g., statewide, counties, watershed, Congressional districts).

Note: If future needs arise outside the Scope of Work as described, the Forest Service will need to approve a grant modification.

For narratives covering regular S&PF Program activities, program-specific information may be copied from the *National S&PF Program Authorities and Guidance* document and from any supplemental regional S&PF Program direction.]

Methodology and Timeline:

[Describe how the scope of work will be fulfilled. List the activities and/or approaches to be accomplished for each objective. For each activity, indicate what will be done and provide a timeline with milestones. Include how the S&PF Program(s) will be used and how partners will be involved to accomplish the end result.]

Accomplishment Reporting:

[Describe how activity accomplishments will be monitored and reported. This should include a statement on frequency and method of federal reporting. A suggested table format is provided below for inserting the required accomplishment/ performance measures and any applicable region- or state-specific measures. The S&PF Program measures and reporting required nationally are provided in the *National S&PF Program Authorities and Guidance* document, which also includes the National S&PF Core Performance Measures (http://www.fs.fed.us/spf/redesign/pdf/performance_measure_table.pdf).

Accomplishments for special projects may be reported differently.

Note: OMB now requires the Performance Progress Report (SF-PPR), a standard, government-wide format used to collect performance information from recipients of federal funds that exceed $100,000 per grant (for a consolidated grant; that is for the total grant amount, not an individual program or project), excluding those that support research (http://www.whitehouse.gov/omb/grants_forms).]

Accomplishment/Performance Measure	Measure Type*	Grant Target
[enter measure]	[enter type]	[enter target]
[enter measure]	[enter type]	[enter target]
[enter measure]	[enter type]	[enter target]
[enter measure]	[enter type]	[enter target]
[enter measure]	[enter type]	[enter target]

* Measure Types:
    National = National S&PF Program accomplishment/performance measure
    Region = Region-specific accomplishments reporting measure
    State = State-specific accomplishments reporting measure

Budget:

[Outline the federal grant amount and match funds based on the scope of work and methodology. A suggested table format is provided below for inserting budget information by each Object Class Category that is summarized in the SF 424A. Delete or add lines as needed to reflect work in this narrative. Note: This table shows the level of investment for specific S&PF Programs/projects but does not imply that financial reporting will occur for these elements.]

If any of these grant funds will be passed to a third party to complete the work, provide the amount of funding that will be used for the pass through grants.

Note: Refer to regional direction regarding the level of detail to provide.]

Budget Items by SF 424A Object Class Categories	Federal $	State Match $	Other Match $	Source of "Other Match"
a. Personnel				
[Specific Budget Item]				
b. Fringe Benefits				
[Specific Budget Item]				
c. Travel				
[Specific Budget Item]				
d. Equipment				
[Specific Budget Item]				
e. Supplies				
[Specific Budget Item]				
f. Contractual				
[Specific Budget Item]				
g. Construction				
[Specific Budget Item]				
h. Other				
[Specific Budget Item]				
i. Total Direct Charges (sum of a-h)				
j. Indirect Charges				
k. Totals (i + j)				
l. Program Income				

[Note: This table should reflect and support budget information in the SF 424A. Enter the total grant amount and federal fund code for each S&PF Program/project in the *Grant Narrative Summary*.]